

SECRET

D/Pers

230022-0

82-9459

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Directorate Clerical Attrition Rates

FROM:

C/HRPS/OP

1012 Ames Bldg.

EXTENSION

NO.

DATE

23 Dec 82

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OP/PA&E
1006 Ames Bldg.

27 DEC 1982

2.

3. EA/OP
5 E 58 Hqs.

27 DEC 1982

4.

5. DD/OP

27 DEC 1982

6.

7. D/OP

27 DEC 1982

8.

9.

C/HRPS - memo forwarded

10.

11.

12.

13.

14.

15.

1) D/PERS INDICATED THAT HE WOULD LIKE TO SEE SOME UNWEIGHTING OF THE CONTENTS OF PARAGRAPH ONE. I HAVE ATTEMPTED TO PROVIDE MORE OF THIS IN THE ATTACHED REVISION. I HESITATE TO JUST SEND THEM THE MANFLOW SPREADSHEETS BECAUSE THEY MAY INTERPRET DATA THEY DO NOT FULLY UNDERSTAND.

IN ADDITION, THERE IS VIRTUALLY NO EASY WAY TO BACK OUT THE ORGANIZATIONAL CHANGES FOR TREND ANALYSIS. IT SEEMS THAT NO-ONE KEEPS DETAILED RECORDS.

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Personnel Officer
DDA
7 D 10 Hqs.

2.

3.

4.

5.

6.

7.

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9.

10.

11.

12.

13.

14.

15.

SECRET

23 December 1982

MEMORANDUM FOR: Personnel Officer, DDA

FROM:

C/HRPS/OP

SUBJECT: Directorate Clerical Attrition Rates

25X1

1. At your request, I have reviewed the clerical attrition rates for the Agency Directorates for the last four fiscal years. Attrition for this review was defined as the net losses due to reassignments, ceiling changes, category changes, and separations (EODs were not considered). Directorate attrition for the four year period is as follows:

NET OUTFLOWS (CLERICAL)

| <u>FY</u> | <u>DCI</u> | <u>S&T</u> | <u>DDI</u> | <u>DDO</u> | <u>DDA</u> | <u>CIA</u> |
|-----------|---|----------------|------------|------------|------------|------------|
| 1982 | <div style="border: 1px solid black; width: 100%; height: 100%;"></div> | | | | | |
| 1981 | | | | | | |
| 1980 | | | | | | |
| 1979 | | | | | | |
| TOTAL | | | | | | |

25X1

2. When considering the data outlined above, it is important that you understand the significance of the impact of a number of organizational changes that occurred during the four year period. Those particularly impacting upon the DDA include:

- a. In 1980 OP was transferred from the DDA to the DCI area. This transfer showed in the Agency records as a massive reassignment (or outflow) of clericals from the DDA to the DCI. The impact of the change is to make the DDA loss rate appear abnormally high.
- b. In 1981 a number of clerical employees in records oriented functions transferred career cognizance from the DCI, S&T, and DDI to the DDA/Office of Information Services. The impact of these Career Service changes is to make the DDA loss rate appear abnormally low.

25X1

- c. In 1982 the Agency converted [] clerical employees, and their functions, to the technical category [] were converted in the DDA). This change resulted in a larger clerical outflow for the Agency and all Directorates because of the greater number of technical functions to which clerical employees could progress. In addition, outflow percentages for the same number of clerical losses were higher because of the lower clerical population. The net impact of this conversion is to raise the Agency and Directorate clerical outflows by about nine percent. For comparison purposes, backing out of this nine percent factor from the 1982 net clerical outflow figures would result in the following adjustment:

| <u>FY</u> | <u>DCI</u> | <u>S&T</u> | <u>DDI</u> | <u>DDO</u> | <u>DDA</u> | <u>CIA</u> |
|-----------|------------|----------------|------------|------------|------------|------------|
| 1982 | [] | | | | | |

3. It is unfortunate that the net outflow rates cannot be further adjusted to reverse the anomalies created by organization changes without the expenditure of time and effort involved in handcounting. However, more detailed spreadsheets were drawn up for this review which HRPS will keep on file. If we can assist further in expanding or interpreting some portion of this data, please give me a call on []

Distribution

Orig & 1 - Addressee
✓ - Directorate Proj. File
1 - Chrono

OP/HRPS/[] (23Dec82)